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14 FEB 1964

DD/S&amp;T 0332-64

MEMORANDUM FOR: Assistant Director for Special Activities

SUBJECT: Channels for Submission of Procurement Actions

1. During the past several weeks, the undersigned has had individual conversations with [REDACTED] for the purpose of establishing mutually acceptable ground rules for the selection of channels to be used in levying procurement actions. Based on those discussions, I believe we have reached a common point of agreement on handling these matters.

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2. No changes will be made in your current procedures when using non-CIA funds for national level programs and the procurement action is to be accomplished through use of your delegated authority for this purpose. When the action is to be levied on the Office of Logistics, prior coordination will be undertaken with the Chief, Administrative Branch, DD/S&T. Such coordination is desirable so that a single point of responsibility in this Directorate is completely and continually aware of the complexities involved in unusual procurement actions being performed by the Office of Logistics for DD/S&T. When CIA funds are being utilized, and the amount of the procurement action does not exceed \$25,000, the procurement request will be levied directly by the appropriate OSA officer on the appropriate element of the Office of Logistics. A copy of the action being requested will also be sent to the Chief, Administrative Branch, DD/S&T, for purpose of maintenance of Directorate records. When CIA funds are being used and the amount of the procurement action is in excess of \$25,000 the appropriate OSA officer will levy the requirement on the Chief,

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Administrative Branch, DD/S&T, and further action will be handled through established Directorate procedures. In this connection, the provisions of DD/S&T Instruction No. 230-1 will apply.

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Executive Officer  
Deputy Director  
(Science and Technology)

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